Please provide the following information, and submit to the NOAA DM Plan Repository.

Reference to Master DM Plan (if applicable)

As stated in Section IV, Requirement 1.3, DM Plans may be hierarchical. If this DM Plan inherits provisions from a higher-level DM Plan already submitted to the Repository, then this more-specific Plan only needs to provide information that differs from what was provided in the Master DM Plan.

URL of higher-level DM Plan (if any) as submitted to DM Plan Repository:

1. General Description of Data to be Managed

1.1. Name of the Data, data collection Project, or data-producing Program:

Large Pelagic Logbook Trip Survey (Vessels)

1.2. Summary description of the data:

This data set contains catch and effort for fishing trips that are taken by vessels with a Federal permit issued for the swordfish and sharks under the Highly Migratory Species (HMS) fishery management plan. Fishermen that own vessels with permits in these fisheries are required to complete a vessel logbook for every trip in which any species in the Highly Migratory Species fishery management plans are caught and landed. Fishermen are not required to report fishing trips in which other than these species are caught. However, fishermen are required to submit a no-fishing report if they did not fish for or catch any HMS species during a calendar month. In 1986, the Southeast Fisheries Science Center (SEFSC) initiated a logbook program for vessels that held a federal vessel permit to fish for swordfish in the Atlantic Ocean and Gulf of Mexico. In 1993, a similar program was initiated for vessels with a federal permit to fish for sharks that are included in the HMS fishery management plan. In order to provide sufficient level of detail for fishing effort by the longline vessels, the catch and effort data need to be reported for each longline set. Consequently, a single logbook form was designed for the fishermen to record the catch (numbers of animals caught) and effort, which includes data on the length of the longline, the number of hooks and the duration of the set. To reduce the number of times that fishermen need to record certain pieces of information, e.g., location of unloading, duration of trip, number of crew, a trip summary form was designed in 1999 that includes the trip-related information that is the same for every set. This redesign of the logbook form resulted in two forms, the trip summary and the set forms. Only one trip summary needs to be completed for each trip, but a separate set form needs to be completed for each longline set made during the trip. At the same time, additional questions were added to the trip summary form to collect information on the expenses that the vessels incurred during the trip. Initially, this information was voluntary and the fishermen did not have to provide the cost data whereas the catch and effort data are mandatory and the vessels permit will not be renewed if logbooks are not received for every trip where swordfish and/or sharks are caught and landed.

1.3. Is this a one-time data collection, or an ongoing series of measurements?
Ongoing series of measurements

1.4. Actual or planned temporal coverage of the data:
1986 to Present

1.5. Actual or planned geographic coverage of the data:
W: -100, E: -40, N: 30, S: 0
Gulf Of Mexico, Caribbean Sea, And Atlantic Ocean, North

1.6. Type(s) of data:
(e.g., digital numeric data, imagery, photographs, video, audio, database, tabular data, etc.)
Table (digital)

1.7. Data collection method(s):
(e.g., satellite, airplane, unmanned aerial system, radar, weather station, moored buoy, research vessel, autonomous underwater vehicle, animal tagging, manual surveys, enforcement activities, numerical model, etc.)
Instrument: N/A
Platform: N/A
Physical Collection / Fishing Gear: N/A

1.8. If data are from a NOAA Observing System of Record, indicate name of system:

1.8.1. If data are from another observing system, please specify:

2. Point of Contact for this Data Management Plan (author or maintainer)

2.1. Name:
Matt Maiello

2.2. Title:
Metadata Contact

2.3. Affiliation or facility:

2.4. E-mail address:
Matthew.Maiello@noaa.gov

2.5. Phone number:
305-361-4574

3. Responsible Party for Data Management

Program Managers, or their designee, shall be responsible for assuring the proper management of the data produced by their Program. Please indicate the responsible party below.

3.1. Name:
Matt Maiello

3.2. Title:
Data Steward

4. Resources
Programs must identify resources within their own budget for managing the data they produce.

4.1. Have resources for management of these data been identified?
Yes

4.2. Approximate percentage of the budget for these data devoted to data management (specify percentage or "unknown"):
70

5. Data Lineage and Quality
NOAA has issued Information Quality Guidelines for ensuring and maximizing the quality, objectivity, utility, and integrity of information which it disseminates.

5.1. Processing workflow of the data from collection or acquisition to making it publicly accessible
(describe or provide URL of description):
Process Steps:
- Forms submitted by fishermen to SEFSC staff through paper logbooks. Data entry is done by an offsite contractor. SEFSC staff Q/C data into database housed in Miami

5.1.1. If data at different stages of the workflow, or products derived from these data, are subject to a separate data management plan, provide reference to other plan:

5.2. Quality control procedures employed (describe or provide URL of description):
Range checks and validation against historical distributions.

6. Data Documentation
The EDMC Data Documentation Procedural Directive requires that NOAA data be well documented, specifies the use of ISO 19115 and related standards for documentation of new data, and provides links to resources and tools for metadata creation and validation.

6.1. Does metadata comply with EDMC Data Documentation directive?
Yes

6.1.1. If metadata are non-existent or non-compliant, please explain:

6.2. Name of organization or facility providing metadata hosting:
NMFS Office of Science and Technology

6.2.1. If service is needed for metadata hosting, please indicate:

6.3. URL of metadata folder or data catalog, if known:
https://www.fisheries.noaa.gov/inport/item/30421

6.4. Process for producing and maintaining metadata
(describe or provide URL of description):
Metadata produced and maintained in accordance with the NOAA Data Documentation Procedural Directive: https://nosc.noaa.gov/EDMC/DAARWG/docs/EDMC_PD-Data_Documentation_v1.pdf

7. Data Access
NAO 212-15 states that access to environmental data may only be restricted when distribution is explicitly limited by law, regulation, policy (such as those applicable to personally identifiable information or protected critical infrastructure information or proprietary trade information) or by security requirements. The EDMC Data Access Procedural Directive contains specific guidance, recommends the use of open-standard, interoperable, non-proprietary web services, provides information about resources and tools to enable data access, and includes a Waiver to be submitted to justify any approach other than full, unrestricted public access.

7.1. Do these data comply with the Data Access directive?
Yes

7.1.1. If the data are not to be made available to the public at all, or with limitations, has a Waiver (Appendix A of Data Access directive) been filed?

7.1.2. If there are limitations to public data access, describe how data are protected from unauthorized access or disclosure:

7.2. Name of organization of facility providing data access:
Southeast Fisheries Science Center (SEFSC)

7.2.1. If data hosting service is needed, please indicate:
No

7.2.2. URL of data access service, if known:

7.3. Data access methods or services offered:
Read and sign for NOAA Administrative Order 216 100 Read and sign System Access Application (see URLs) Contact DBA Daniel Leon at daniel.leon noaa.gov for userid password.

7.4. Approximate delay between data collection and dissemination:
60

7.4.1. If delay is longer than latency of automated processing, indicate under what authority data access is delayed:

Confidentiality. This data is currently wavered under the current NOAA guidelines for relational databases.

8. Data Preservation and Protection

The NOAA Procedure for Scientific Records Appraisal and Archive Approval describes how to identify, appraise and decide what scientific records are to be preserved in a NOAA archive.

8.1. Actual or planned long-term data archive location:

(Specify NCEI-MD, NCEI-CO, NCEI-NC, NCEI-MS, World Data Center (WDC) facility, Other, To Be Determined, Unable to Archive, or No Archiving Intended)

To Be Determined

8.1.1. If World Data Center or Other, specify:

8.1.2. If To Be Determined, Unable to Archive or No Archiving Intended, explain:

Archiving process under development

8.2. Data storage facility prior to being sent to an archive facility (if any):

Southeast Fisheries Science Center - Miami, FL

Location Of The Main Office Of The South East Fisheries Science Center

8.3. Approximate delay between data collection and submission to an archive facility:

0

8.4. How will the data be protected from accidental or malicious modification or deletion prior to receipt by the archive?

Discuss data back-up, disaster recovery/contingency planning, and off-site data storage relevant to the data collection

The data resides on a secure database server only accessible through the NMFS network requiring separate multi-factor authentication for both network and database access.

9. Additional Line Office or Staff Office Questions

Line and Staff Offices may extend this template by inserting additional questions in this section.